

**Charlotte County
Board of County Commissioners
Community Action Agency Advisory Board(CAAAB)
July 23, 2015 Meeting Minutes**

Members Present:

Phil Wickstrom, Paul Polk, Dee Rutko, Paul Froeschle, Michael Haymans

Members Excused:

Commissioner Stephen R. Deutsch, Alleen Miller, Carrie Blackwell-Hussey

Members Absent:

Dianne Munson

Staff Present:

Lori North, Althea Connor, and Jessica Ralston

Guests Present:

Pastor Brian Armen and Lynn Dorler

1. Welcome and Roll Call

Michael P. Haymans, Chair, called meeting to order at 2:02 pm. All present members, guests, and staff introduced themselves.

2. Public Input

None.

3. Sunshine Law Review

Mrs. Lori North gives an overview of the Sunshine Law guidelines and discusses public notice information. She explains the requirements of the Sunshine Law and what may or may not be acceptable to discuss per Statute while on this board. Board discusses understanding of the Sunshine Laws.

4. Update on Current Membership/Vacancies

Mrs. North discusses the current membership and vacancies with the Board. She explains that currently we have a potential member for the Punta Gorda Private Sector, Paula Willman, who is an employee with the Punta Gorda Housing Authority. She informs the Board that this selection will be appointed by the Board of County Commissioners and we are looking to include this appointment as an Agenda item for the upcoming September 2015 Board of County Commissioners Meeting. Mrs. North ensures Board understands the compliance for a Tri-Parte Board requirement. Mrs. Jessica Ralston informs the board on the the requirements for memberships and vacancies in each sector of the community.

5. Election of New Board Member – West County Representative

Mrs. Ralston introduces Pastor Brian Armen to the Board. Pastor Brian takes a few moments to inform the board of his resume. Pastor Brian states his current community involvement and dedication to ensuring a better pathway for our youth in our community. Mrs. Ralston passes out voting ballots to present board members. Mrs. Ralston tallies up the votes. Pastor Brian Armen voted onto the board unanimously. Board welcomes Pastor Brian as our newest Englewood/El Jobean area low-income sector representative.

6. Approval of January and April 2015 Meeting Minutes – *Vote Required*

Board reviews the January 2015 minutes, Phil Wickstrom motions to approve minutes. Paul Froeschle seconds motions. January 2015 minutes approved. Board reviews the April 2015 minutes, Dee Rutko motions to approve minutes. Paul Froeschle seconds, April 2015 minutes approved.

7. CSBG 2015 Contract Modification – *Vote Required*

Mrs. North informs the Board that we have received the CSBG contract modification. She explains that we received a base increase of \$14,726.00. Mrs. Ralston explains to the Board that with this increase our main goal is to allocate most of the funds into direct client services. Mrs. Ralston states that the majority of the funding went into the outcome for childcare services due to it being the biggest demand for our client base. Phil Wickstrom motions to approved CSBG 2015 Contract Modification. Paul Froeschle sections motion. CSBG 2015 Contract Modification approved.

8. CSBG Quarterly Report (2nd & 3rd) – *Vote Required*

Mrs. Ralston explains in detail our initial units expected to achieved, each quarter achievements and what we have achieved to date. She explains that this report encompasses not only our department but includes the community achievements as well. Paul Froeschle motions to approve the CSBG 2nd Quarterly Report. Phil Wickstrom seconds motions. CSBG 2nd Quarterly Report approved. Paul Foeschle motions to approve the CSBG 3rd Quarterly Report. Dee Rutko seconds motion. CSBG 3rd Quarterly Report approved.

9. Summary of CSBG Conference

Mrs. North informs the Board of the overall information of the CSBG conference that she and Althea Connor attended in Ft. Lauderdale. Mrs. North states that the State is moving toward a more performance driven model and they are changing the way agencies report outcomes. Althea Connor explains that the State is implementing outcomes that will hold agencies more accountable for services they provide. She informs the Board of the Organizational Standards and that our agency is already working toward being in compliance with the new requirements. Mrs. North explains the importance of the CAAAB to be an engaged partner in the process.

10. Status of FSSP Program Families

Mrs. Ralston informs the Board of the number of participants currently enrolled in the Self-Sufficiency Program and gives background information on the families and how far they have come to achieve goals while on the program.

11. CSBG 2016 Grant Application

Mrs. North informed the Board that we are currently preparing for the new grant for the 2016 Grant Cycle. She explains that the new contract should be received within the next few weeks which will commence on 10/1/2015 through 09/30/2016. She notes that she is diligently working on the Work Plan and funding allocations. Once completed, it will be submitted to the state for execution.

12. Department Update

Mrs. North informs the Board that the 211 Information and Referral Division has recently submitted for a National Accreditation which is the highest of the industry standard. Mrs. North explains that the Family Services Division has moved a satellite office from Englewood Helping Hands once a month to the West County Annex, 6868 San Casa Drive, Englewood, FL 34224 twice a month. The new office is more centrally located to West County Residents.

13. Public Comments – limited to 3 minutes each

14. Member's Comments

Dee Rutko informed the Board of an upcoming Job Fair event for PGT(Factory) on 7/24/15. Ms. Rutko explains the CareerSource of Southwest Florida has taken over the Youth Program from Henkels and McCoy which allows for 18/24 year olds assistance in job placement.

15. Adjournment

Michael P. Haymans adjourns meeting at 3:42pm.

Respectfully Submitted,



Recording Secretary